

STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>

TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 19-116T OPENING DATE: 21-Feb-19 CLOSING DATE: 15-Mar-19

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Budget Analyst, D1572000, GS-0560-11, E-5/SSgt - E-7/MSgt

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$63,192.00-\$82,152.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

161st Air Refueling Wing, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION:

This position is in the Federal/Excepted Civil Service and is **open to current members in the Arizona Air National Guard.** Individual selected will receive a **Permanent Appointment** after successful completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicant **MUST** submit complete RIP and/or other documentation to verify possession of AFSC.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, in a military position assigned to (161st ARW) and must possess the following AFSC: 6F0X1

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

NOTES:

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: Must possess financial management experience.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge and understanding of governing budgetary policies, precedent setting decisions, procedures and regulations issued by the Department of the Air Force, the National Guard Bureau and the employing installation to assure that budget forecasts, estimates and submissions conform to requirements, guidelines and financial objectives.
2. Skill in the identification, analysis and resolution of a range of budgetary problems, such as: the development of alternative methods of funding; formulation of budget estimates for programs in which objectives, work processes, staffing needs (man days) and funding requirements have changed to the extent that re-budgeting is required; and development and administration of budget execution (annual work) plans for base operations activities, which necessitate reprogramming throughout the year.
3. Knowledge of the goals, objectives, workforce composition, work methods and functions of base operations programs sufficient to enable the incumbent to determine whether requests for funds and expenditures are proper, necessary and timely.
4. Knowledge of the installation accounting system and related documents in order to locate and analyze data pertaining to the budgets for substantive programs.

SPECIALIZED EXPERIENCE: Must be eligible for entry into the position's financial management certification career program based on the position's GS-grade and/or the candidate's military rank before final approval and appointment is processed. A candidate must have at least 24 months of finance budget experiences and competencies that provided knowledge of financial principles and procedures. Candidate must have an excellent understanding of the basic principles and concepts of the National Guard financial budget business program requirements. A candidate must have experiences and training that demonstrates the abilities to follow directions, to read, retain, and understand a variety of instructions, regulations, policies and procedures. As a condition of continued employment in the GS-0560-11 position and dependent on the position's certification level and contingent on the employee's military rank, the employee must complete the higher financial management certification within 24 months of appointment to the position.

BRIEF JOB DESCRIPTION: This position is located at the 161st Air Refueling Wing, Phoenix, Arizona. The purpose of this position is to accomplish budget formulation, trend analyses, and execution evaluation of federal funds provided by the ANG and other Department of Defense (DoD) components to the assigned unit. This position is independently

responsible for the overall budget function in organizations, as determined by the Financial Manager. Accomplishes budget functions in support of state and federal ANG operations, training, and readiness missions. Performs budget formulation involving the preparation of detailed analyses of annual and/or multi-year budget estimates for assigned organizations/programs into a consolidated budget request. Performs budget execution analysis of obligations incurred and actual expenditures of different sources and types of funding, such as one-year, multi-year, and no-year appropriations; reimbursement funds; and transfers of funds from other agencies. Provides financial advice, assistance, interpretation, and guidance on budget related matters such as types of funding available, effects of budgetary changes on related activities, status and use of funds to the Budget Officer, Financial Manager, commanders, center managers, resource advisors, and other staff members. Designs, develops, conducts, and documents resource management training for personnel responsible for the expenditure of appropriated funds. Training includes initial review or update of financial management processes, procedures, and requirements. Performs other duties as assigned.

SELECTING OFFICIAL: Maj Joshua French
